

SAM Management Memos 1995 through 2008

***Note: The following is information on Past and Present Management Memos that are Active, Revised, Rescinded, Superseded, Expired, or incorporated into the SAM. For questions regarding the MM's, please contact the person directed to in the MM then the SAM Unit if needed.**

2008 Management Memos:

MM 08-06 Subject: State Motor Vehicle Insurance Account 2008/09 FY Premium Assessment

***Supersedes MM 07-05, Active Until 04/28/09**

MM 08-05 Subject: Increases to the Dollar Threshold Levels for Conducting Informal Solicitations and for Using Specific Leveraged Procurement Agreements

***Supersedes MM 07-10, Active Until Rescinded**

MM 08-04 Subject: Minimum Fuel Economy Standards Policy

***Active Until Rescinded, References MM No. 06-03**

MM 08-03 Subject: Disabled Veteran Business Enterprise (DVBE) Incentive Program for Public Works Construction, Service, Leasing, Materials Testing and Related Contracts.

***Active Until Rescinded**

MM 08-02 Subject: Restructure of SAM 4840-4845, Creation of New SAM Sections 5300-5399, Revised Forms and Instructions

***Active Until Rescinded**

MM No. 08-01 Subject: Asbestos Notification to Employees

***Active until 01-01-09, Supersedes MM No. 07-01**

2007 Management Memos:

MM No. 07-10 Subject: Increases to the Dollar Thresholds for Conducting Informal Competitive Solicitations for Non-IT Goods and IT Goods and Services and For Specific Leveraged Procurement Agreements.

***Expires 12/10/08**

MM No. 07-09 Subject: Removal of Confidential, Sensitive or Personal Information from State-Owned Surplus Personal Property and State-Owned Surplus Vehicles

***Active until Rescinded**

MM No. 07-08 Subject: Commercial Rental Car Forms of Payment

***Active Until Rescinded, References made to MM 06-02**

MM No. 07-07 Subject: State of California Travel Agency Agreement

***Expires 06/30/08, Supersedes MM 06-09**

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MM No. 07-06 Subject: Contracts for Printing

***Active until Rescinded**

MM No. 07-05 Subject: State Motor Vehicle Insurance Account 2007/08 FY Premium Assessment

***Expires 03/06/08, Supersedes MM 06/04**

MM No. 07-04 Subject: Guidelines Regarding Follow-on Contracts: Policy and Review Process

***Active until Rescinded, Supersedes MM 03-19**

MM No. 07-03 Subject: Policies and Procedures for Automated External Defibrillators (AED) in State-Owned and Leased Facilities

***Expires 02/06/08**

MM No. 07-02 Subject: Uniform Standards for Information Technology procurement

***Expired 01/05/08 and incorporated into SAM Section 5230.**

MM No. 07-01 Subject: Asbestos Notification to Employees

***Expired 01/02/08, Superseded by MM No. 08-01**

2006 Management Memos:

MM No. 06-14 Subject: Financed Agreements for Tangible Assets

***Expired 09/08/07, Supersedes MM's 99-12 & 98-06**

MM No. 06-13 Subject: State Agency Obligations under the Sweat Free Code of Conduct

***Active until Rescinded**

MM No. 06-12 Subject: Protection of Information Assets

***Active until Rescinded**

MM No. 06-11 Subject: Discount Airfares for Official State Business

***Expired 06/30/07 (no new information), Supersedes MM05-15**

MM No. 06-10 Subject: Management of Personal Communications Devices

***Expired 07/20/07 (no new information), Supersedes MM04-10**

MM No. 06-09 Subject: Travel Agency Agreement

***Supersedes MM 05-07, Superseded by MM No. 07-07**

MM No. 06-08 Subject: Carpet Purchases to Meet Environmentally Preferable Criteria

***Expired 05/15/07 (no new information)**

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MM No. 06-07 Subject: Revised Vehicle Acquisition Request Form-OFA 160

***Supersedes MM No. 03-18, Expired 01/31/07 (no new information)**

MM No. 06-06 Subject: State Vehicle Utilization Standards

***Expired 01/31/07 (no new information)**

MM No. 06-05 Subject: State-Owned and Leased Motor Vehicle Report

***Supersedes MM No. 04-22, Expired 01/15/07, (no new information)**

MM No. 06-04 Subject: State Motor Vehicle Insurance Account 2006/07 FY Premium Assessment

***Supersedes MM05-05, Superseded by MM No. 07-05**

MM No. 06-03 Subject: Vehicle Purchase and Lease Policy

***Active until rescinded, Supersedes MM No. 04-20**

MM No. 06-02 Subject: 2006 Commercial Car Rental Contracts

***Supersedes MM No. 05-01, Expires 12/31/08**

MM No. 06-01 Subject: Asbestos Notification to Employees

***Expired 01/02/07, Superseded by MM No. 07-01**

2005 Management Memos:

MM No. 05-18 Subject: Utilization of State Owned or State Leased Facilities by State Agencies

***Active until Rescinded**

MM No. 05-17 Subject: Assessments Levied by Local Government Agencies

***Active until Rescinded, Supersedes MM 04-18**

MM No. 05-16 Subject: Guidance for Proper Management of Florescent Lamps by State Agencies

***Expired 10/19/06 (even though the date is expired, the information in the memo is good policy and should be adhered)**

MM No. 05-15 Subject: Discount Airfares for Official State Business

***Supersedes MM05-10, Superseded by MM 06-11**

MM No. 05-14 Subject: Procedures for Energy Management in State Buildings during Normal Operations and Electrical Emergencies

***Active until Superseded, Supersedes MM No. 4-11**

MM No. 05-13 Subject: Requirements for Reconciling the State's Motor Vehicle and General Use Mobile Equipment Inventory

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***Expired 08/10/86 (no new information)**

MM No. 05-12 Subject: Official State of California Fuel Card US Bank Voyager Fleet Systems Inc.

***Expired 07/21/05 (no new information), Supersedes MM No. 03-15**

MM No. 05-11 Subject: Requirements for the use of Strategically Sourced Statewide Contracts

***Active until Rescinded**

MM No. 05-10 Subject: Discount Airfares for Official State Business

***Supersedes MM No. 04-19, Superseded by 05-15,**

MM No. 05-09 Subject: General Services Charge Card (GS971)

***Expired 06/14/06 (no new information)**

MM No. 05-08 Subject: Requirements for the new Acquisition or Replacement of Motor Vehicles and General use Mobile Equipment

***Expired 05/16/06 (no new information)**

MM No. 05-07 Subject: Travel Agency Agreement

***Supersedes MM No. 04-12, Superseded by MM No. 06-09**

MM No. 05-06 Subject: American Express Travel Payment System Contract Extension

*** Expired 01/31/06 (no new information), Supersedes MM No. 04-04,**

MM No. 05-05 Subject: State Motor Vehicle Insurance Account 2005/06 FY Premium Assessment

***Supersedes MM No. 04-13, Superseded by MM No. 06-04**

MM No. 05-04 Subject: Medical Services Contract

***Expired 01/26/06, Supersedes MM No. 03-10 attachment D, Item 2 only**

MM No. 05-03 Subject: New Requirements for Commercially Useful Function Affecting Small, Micro, and Disabled Veteran Business Enterprises

***Expired 01/18/06 (no new information)**

MM No. 05-02 Subject: Asbestos Notification to Employees

***Supersedes MM No. 04-01, Superseded by MM No. 06-01**

MM No. 05-01 Subject: 2005 Commercial Car Rental Contracts

***Supersedes MM No. 04-02, Superseded by MM No. 06-02**

2004 Management Memos:

MM No. 04-22 Subject: State-Owned or leased Motor Vehicles

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***Superseded by MM No. 06-05**

MM No. 04-21 Subject: Out-of-State Travel

***Expired 07/28/05, SAM Section 0760-0765 amended**

MM No. 04-20 Subject: Vehicle Purchase and Lease Policy

***Supersedes MM No. 02-21, Superseded by MM No. 06-03**

MM No. 04-19 Subject: Discount Airfares for Official State Business

***Supersedes MM No. 03-13 and 03-17, Superseded by MM No. 05-10 and 05-15**

MM No. 04-18 Subject: Assessments Levied by Local Government Agencies

***Superseded by MM No. 05-17**

MM No. 04-17 Subject: Department of General Services Building Occupancy

***Expired 06/24/05, SAM Section 1300 amended**

MM No. 04-16 Subject: Preventive Maintenance of State Vehicles

***Expired 06/30/05 (even though the date is expired, the information in the memo is good policy and should be adhered)**

MM No. 04-15 Subject: State First Aid (FA) / Cardiopulmonary Resuscitation (CPR) Training Program

***Expired 06/01/05 (even though the date is expired, the information in the memo is good policy and should be adhered)**

MM No. 04-14 Subject: State Payment Card Act (AB1374)

***Expired 05/24/05 (no new information), Supersedes MM No. 02-10**

MM No. 04-13 Subject: State Motor Vehicle Insurance Account 2004/05 FY Premium Assessment

***Supersedes MM No. 03-07, Superseded by MM No. 05-05**

MM No. 04-12 Subject: Travel Agency Agreement

***Supersedes MM No. 03-11, Superseded by MM No. 05-07**

MM No. 04-11 Subject: Electrical Emergency Communication System

***Supersedes MM No. 03-14, Superseded by MM No. 05-14**

MM No. 04-10 Subject: Management of Personal Communications Devices (PDCs)

***Superseded by MM No. 06-10**

MM No. 04-09 Subject: Guidelines Regarding Follow-on Contracts: Policy and Review Process

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***Supersedes MM No. 03-19, Superseded by MM No. 07-04**

MM No. 04-08 Subject: State Telecommunications Vision, Strategy and Policy

***Active until Superseded, Supersedes MM No. 97-01**

MM No. 04-07 Revision 1 Subject: Smoking Prohibitions in or Near DGS Controlled Space and Vehicles

***Active until Rescinded, Supersedes MM No. 00-08**

MM No. 04-06 Subject: Cal-Card: Purchase Card Program

***Expired 01/26/05 (no new information), Supersedes MM No. 03-12**

MM No. 04-05 Subject: Software Management Policy Reporting Requirements

***Expired 03/30/04, SAM Section 4846.2 amended**

MM No. 04-04 Subject: American Express Travel Payment System Contract Extension

***Supersedes MM No. 02-01, Superseded by MM No. 05-06**

MM No. 04-03 Subject: Motor Vehicle Liability Self-Insurance Program

***Expired 12/31/04, SAM Section 2420 amended**

MM No. 04-02 Subject: Commercial Car Rental Contracts

***Supersedes MM No. 03-06, Superseded by MM No. 05-01**

MM No. 04-01 Subject: Asbestos Notification to Employees

***Supersedes MM No. 03-02, Superseded by MM No. 05-02**

2003 Management Memos:

MM No. 03-19 Subject: Guidelines Regarding Follow-On Contracts: Policy and Review Process

***Superseded by MM No. 04-09**

MM No. 03-18 Subject: Acquisition of State Vehicles

***Expired 10/01/03 (no new information), References MM No. 02-21**

MM No. 03-17 Subject: State to State/International Airfares for Official State Business

***Superseded by MM No. 04-19**

MM No. 03-16 Subject: Reporting Work Related Fatalities and Serious Injuries

***Active until Rescinded**

MM No. 03-15 Subject: Official State of California Fuel Card Voyager Fleet Systems Inc.

***Replaces MM No. 02-13, Superseded by MM No. 05-12**

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MM No. 03-14 Subject: Comprehensive Energy Management in State Facilities during Electrical Emergencies

***Supersedes MM No. 01-05, Superseded by MM No. 04-11**

MM No. 03-13 Subject: Discount Airfares for Official Business

***Supersedes MM No. 02-15, Superseded by MM No. 04-19**

MM No. 03-12 Subject: Cal-Card: Purchase Card Program

***Supersedes MM No. 99-02, Superseded by MM No. 04-06**

MM No. 03-11 Subject: Travel Agency Agreement

***Supersedes MM No. 02-14, Superseded by MM No. 04-12**

MM No. 03-10 Subject: Requirements for the use of California Multiple Award Schedules (CMAS), Master Agreements, and Non-Competitive Bid Contracts

***Retired effective 01/07/08, All pertinent information currently resides in the State Contracting Manual Volumes 1, 2, and 3. Supersedes MM No. 02-19 Revision 3 and Attachments**

MM No. 03-09 Subject: State Contract and Procurement Registration System (SCPRS)

***Active until Revoked**

MM No. 03-08 Subject: Alternative Formats

***Active until Rescinded**

MM No. 03-07 Subject: Motor Vehicle Insurance Account 2003/2004 Fiscal Year Assessment

***Supersedes MM No. 02-11, Superseded by MM No. 04-13**

MM No. 03-06 Subject: Commercial Car Rental Contracts

***Supersedes MM No. 03-01, Superseded by 04-02**

MM No. 03-05 Subject: Guidelines for Information Technology Procurement Plans (ITPP)

***Active Until Rescinded, Reference MM No. 02-20**

MM No. 03-04 Subject: Use of California Multiple Award Schedule and Master Agreement for the Acquisition of Large-Scale Information Technology (IT) System Integration Projects

***Active Until Rescinded**

MM No. 03-03 Subject: Motor Vehicle Accident Reporting

***Active Until Superseded, Modifies MM No. 02-04**

MM No. 03-02 Subject: Asbestos Notification to Employees

***Supersedes MM No. 02-03, Superseded by MM No. 04-01**

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MM No. 03-01 Subject: Commercial Car Rental Contracts

***Supersedes MM No. 02-17, Superseded by MM No. 03-06**

2002 Management Memos:

MM No. 02-22 Subject: Procuring Printing Services

***Active, No Expiration, Supersedes MM No. 01-20**

MM No. 02-21 Subject: Vehicle Purchase Policy

***Supersedes MM No. 00-09, Superseded by MM No. 04-20**

MM No. 02-20 Subject: Statewide Information Technology Policy, Instructions, and Guidelines

***Supersedes MM No's. 98-02, 98-11, 98-13, 00-11, 01-06, 01-10, 01-15, 02-05, 02-06, 02-07, 02-08, & 02-16. Expired 10/01/04 (References SAM Chapters 4800 and 6700)**

MM No. 02-19, Revision 3 Subject: Guidelines for the use of California Multiple Award Schedules (CMAS), Master Agreements, and Non-Competitively Bid Contracts

***Supersedes MM No. 02-19 Revision 2 and Addenda, Superseded by MM No. 03-10**

MM No. 02-19, Revision 2 Subject: Guidelines for the use of California Multiple Award Schedules (CMAS), Master Agreements, and Non-Competitively Bid Contracts

***Supersedes MM No. 02-19 and Addenda, Superseded by MM No. 02-19 Revision 3**

MM No. 02-19, Revision 1 Subject: Guidelines for the use of California Multiple Award Schedules (CMAS), Master Agreements, and Non-Competitively Bid Contracts

***Supersedes MM No. 02-19 and Addenda, Superseded by MM 02-19, Revision 2**

MM No. 02-19 Subject: Guidelines for the use of California Multiple Award Schedules (CMAS), Master Agreements, and Non-Competitively Bid Contracts

***Supersedes MM No. 02-12 and Addenda, Superseded by MM No. 02-19, Revision 1**

MM No. 02-18 Subject: Cancellation of Oracle Enterprise License Agreement

***Active No Expiration, Supersedes MM No. 01-19**

MM No. 02-17 Subject: Commercial Car Rental Contracts

***Supersedes MM No. 01-25, Superseded by MM No. 03-01**

MM No. 02-16 Subject: Interim Information Technology Project Approval, Oversight and Security Requirements

***Supersedes MM No. 01-23, Superseded by MM No. 02-20**

MM No. 02-15 Subject: Discount Airfares for Official Business

***Supersedes MM No. 01-08, Superseded by MM No. 03-13**

MM No. 02-14 Subject: Travel Agency Agreement

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***Supersedes MM No. 01-11, Superseded by MM No. 03-11**

MM No. 02-13 Subject: California Official State Fuel Card Voyager Fleet Systems Inc.

***Supersedes MM No. 98-08 & 01-09, Superseded by MM No. 03-15**

MM No. 02-12, Addendum #2 Subject: Restrictions Regarding use of CMAS, Master Services Agreements, and Non-Competitively Bid Contracts during Interim Review Period. **Amendments to Competitively Bid Contracts; Modifications to Attachments A & B and D**

***Superseded by MM No. 02-19**

MM No. 02-12 Subject: Restrictions Regarding use of CMAS, Master Services Agreements, and Non-Competitively Bid Contracts during Interim Review Period

***Superseded by MM No. 02-12, Addendum #2**

MM No. 02-11 Subject: Vehicle Self-Insurance Assessment 2002/2003 Fiscal Year

***Supersedes MM No. 01-12, Superseded by MM No. 03-07**

MM No. 02-10 Subject: State Payment Card Act (AB1374)

***Supersedes MM No. 00-10& 01-26, Superseded by MM No. 04-14**

MM No. 02-09 Subject: Statewide Emergency Communication Protocol for State Facilities and State Employees

***Active Until Superseded (no new information)**

MM No. 02-08 Subject: Maintenance and Operation Policy

***Dept. of Information Technology (DOIT) Disbanded, Superseded by MM No. 02-20**

MM No. 02-07 (Revised) Subject: Security and risk Management Policy

***Superseded by MM No. 02-20**

MM No. 02-06 (Revised) Subject: Information Technology Infrastructure Policy

***Superseded by MM No. 02-20**

MM No. 02-05 (Revised) Subject: Information Technology Accessibility Policy

***Superseded by MM No. 02-20**

MM No. 02-04 Subject: Motor Vehicle Accident Reporting and Investigations

***Supersedes MM No. 98-18, Modified in MM No. 03-03**

MM No. 02-03 Subject: Asbestos Notification to Employees

***Supersedes MM No. 01-03, Superseded by MM No. 03-02**

MM No. 02-02 Subject: Vehicle Replacement Policy

***Active Until Rescinded (no new information)**

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MM No. 02-01 Subject: American Express Travel Payment System

***Supersedes MM No. 01-02, Superseded by MM No. 04-04**

2001 Management Memos:

MM No. 01-26 Subject: State Payment Card Act (AB1374)

***Supersedes MM No. 00-10, Superseded by MM No. 02-10**

MM No. 01-25 Subject: Commercial Car Rental Contracts

***Supersedes MM No. 00-12, Superseded by MM No. 02-17**

MM No. 01-24 Subject: Hiring Freeze Guidelines

***References MM No. 01-21, Expired 06/30/03 (no new information)**

MM No. 01-23 Subject: IT Project Submittal and Approval Policy

***References MM No. 98-12, Superseded by MM No. 02-16**

MM No. 01-22 Subject: Re-Refined Oil

***Active Until Rescinded**

MM No. 01-21 Subject: Hiring Freeze

***Referenced in MM No. 01-24, Superseded by MM No. 01-24**

MM No. 01-20 Subject: Printing as a Personal Service

***Superseded by MM No. 02-22**

MM No. 01-19 Subject: Oracle Enterprise License Agreement

***Superseded by MM No. 02-18**

MM No. 01-18 Subject: Location of State Owned and Leased Offices

***Active until Rescinded or Superseded**

MM No. 01-17 Subject: Energy Management Business Continuity Planning and Stage 3 Readiness Policy

***Active Until Rescinded**

MM No. 01-16 Subject: State Agency Requirements Regarding Preventive Energy Management

***References MM No. 01-05, Active Until Rescinded**

MM No. 01-15 Subject: IT Project Related Communications with the Legislative Analyst's Office

***Superseded by MM No. 02-20**

MM No. 01-14 Subject: Procurement of Energy Efficient Products

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***Active Until Rescinded or Superseded**

MM No. 01-13 Subject: Information Technology Communication and Conservation Plan for Energy Management

***References MM No's 01-05 & 00-11, Active Until Rescinded**

MM No. 01-12 Subject: Vehicle Self-Insurance Assessment 2001/2002 Fiscal Year

***Supersedes MM No. 00-03, Superseded by MM No. 02-11**

MM No. 01-11 Subject: Travel Agency Agreement

***Supersedes MM No. 99-17, Superseded by MM No. 02-14**

MM No. 01-10 Subject: California Software Management Policy

***Superseded by MM No. 02-20**

MM No. 01-09 Subject: California Official State Fuel Card Voyager Fleet Systems Inc.

***References MM No. 98-08, Superseded by MM No. 02-13**

MM No. 01-08 Subject: Discount Airfares for Official Business

***References/Supersedes MM No. 00-04, Superseded by MM No. 02-15**

MM No. 01-07 Subject: Implementation of Required Employee Benefits in Specified Personal Services Contracts

***Rescinded MM No. 00-07, Active No Expiration**

MM No. 01-06 Subject: Information Technology Acquisition Planning Policy

***Superseded by MM No. 02-20**

MM No. 01-05 Subject: Comprehensive Energy Management in State Facilities during Electrical Emergencies

***Supersedes MM No's 99-13, 00-06, 00-13, & 01-01, Superseded by MM No. 03-14**

MM No. 01-04 Subject: Capitol Building Damage Recovery Claim

***Expired 02/20/02 (no new information)**

MM No. 01-03 Subject: Asbestos Notification to Employees

***Supersedes MM No. 00-01, Superseded by MM No. 02-03**

MM No. 01-02 Subject: American Express Travel Payment System

***Supersedes MM No. 99-03, Superseded by MM No. 02-01**

MM No. 01-01 Subject: State Agency Response to Caiso Stage Three Electricity Emergencies

***References MM No's 00-06 & 00-13, Superseded by MM No. 01-05**

2000 Management Memos:

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MM No. 00-15 Subject: Changes in Contracting Processes for Service Contracts and Consulting Services Contracts

***Active No Expiration**

MM No. 00-14 Subject: Privacy Policy

***Active Until Rescinded or Superseded**

MM No. 00-13 Subject: Energy Management in State Facilities during Wintertime Electrical Emergencies

***Supplemental to MM No's 99-13 & 00-06, Referenced in MM No. 01-01, Superseded by MM No. 01-05**

MM No. 00-12 Subject: Commercial Car Rental Contracts

***Supersedes MM No. 99-16, Superseded by MM No. 01-25**

MM No. 00-11 Subject: Information Technology Oversight Policy

***Superseded by MM No. 02-20**

MM No. 00-10 Subject: State Payment Card Act (AB 1374)

***Supersedes MM No. 99-15, Superseded by MM No. 01-26 & 02-10**

MM No. 00-09 Subject: Vehicle Purchase Policy

***Superseded by MM No. 02-21**

MM No. 00-08 Subject: Ban on Smoking in State-Owned or Leased Space

***Supersedes MM No. 93-30, Superseded by MM No. 04-07**

MM No. 00-07 Subject: Implementation of Required Employee Benefits in Specified Personal Services Contracts

***Superseded by MM No. 01-07**

MM No. 00-06 Subject: Energy Management in State Facilities during Electrical Emergencies

***Supplemental to MM No. 99-13, Referenced in MM No. 01-01, Superseded by MM No. 01-05**

MM No. 00-05 Subject: California Official State Fuel Card Voyager Fleet Systems Inc.

***References MM No. 98-08, Superseded by MM No. 01-09**

MM No. 00-04 Subject: Discount Airfares for Official Business

***References MM No. 99-05, Superseded by MM No. 01-08**

MM No. 00-03 Subject: Vehicle Self-Insurance Rates 2000/2001 Fiscal Year

***Supersedes MM No. 99-07, Superseded by MM No. 01-12**

MM No. 00-02 Subject: Computer Software Contract Language

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***Active Until Rescinded**

MM No. 00-01 Subject: Asbestos Notification to Employees

***Superseded by MM No. 01-03**

1999 Management Memos:

MM No. 99-13 Subject: Energy Management in State Facilities

***Superseded by MM No. 01-05**

1998 Management Memos:

MM No. 98-14 Subject: Glove Box Directory of Approved Auto Repair Facilities

***Active Until Rescinded**

MM No. 98-04 Subject: Minority and Women Business Enterprise Participation Requirements for State Contracting

***Active Until Rescinded**

1996 Management Memos:

MM No. 96-20 Subject: Costs for Administration of Collective Bargaining Litigation, and Arbitration

***Active Indefinitely**

1995 Management Memos:

MM No. 95-20 Subject: Expenditure Authorization Controls

***Active Until Superseded, Supersedes MM No. 93-09**

MM No. 95-17 Subject: Personal Leave Program

***Active Indefinitely**